# INDEX TO
# ARTICLES IN THE BALANCE SHEET
# SCHOOL YEAR 1933-1934


| | Issue | Page |
|---|---|---|
| Accounting, A Requisite to Efficiency in Local Government | May, 1934 | 404 |
| Acquiring Competence for Meeting Life's Problems | March, 1934 | 322 |
| Activities, 250 Away-from-the-desk, in Business Subjects | January, 1934 | 209 |
| Advice in Finding Employment | December, 1933 | 162 |
| Analysis Chart for Bookkeeping Transactions | May, 1934 | 422 |
| Approach to Bookkeeping, An | November, 1933 | 105 |
| Approach to Bookkeeping, An | December, 1933 | 150 |
| Assembly Program, The Commercial Department (A Suggestion) | September, 1933 | 9 |
| Bookkeeping, An Approach to | November, 1933 | 105 |
| Bookkeeping, An Approach to | December, 1933 | 150 |
| Bookkeeping, Charts for Adjusting and Closing Entries | December, 1933 | 170 |
| Bookkeeping, Checking Errors in | May, 1934 | 407 |
| Bookkeeping, Comparative Merits of Single and Double Periods in | September, 1933 | 12 |
| Bookkeeping Course of Study, Evaluating Our | May, 1934 | 411 |
| Bookkeeping Exercises, A Device for Checking | November, 1933 | 125 |
| Bookkeeping, Is There Any Conflict Between the Social Values and the Vocational Values of | May, 1934 | 388 |
| Bookkeeping, Lesson Plans for Teaching 20th Century Bookkeeping and Accounting | January, 1934 | 224 |
| Bookkeeping, Motivating Beginning, Through Group Participation | April, 1934 | 345 |
| Bookkeeping, Overcoming Difficulties in the Study of | April, 1934 | 340 |
| Bookkeeping, Post Testing with the Contract Method of Teaching | December, 1933 | 156 |
| Bookkeeping, Practice on Special Journals | February, 1934 | 270 |
| Bookkeeping, Test in | January, 1934 | 220 |
| Bookkeeping Textbook, An Old | September, 1933 | 31 |
| Bookkeeping, Theories of the Equation | May, 1934 | 417 |
| Bookkeeping, The Social-Business Objective of | October, 1933 | 63 |
| Bookkeeping Transactions, Analysis Chart for | May, 1934 | 422 |
| Bookkeeping, Visual Instruction in | February, 1934 | 262 |
| Bookkeeping, Where Are We Going in | March, 1934 | 292 |
| Bookkeeping, Why Do High School Pupils Take | December, 1933 | 173 |
| Books, Next to the Teacher | October, 1933 | 78 |
| Business Courses, May High School, Be Preparatory for Collegiate Schools of Commerce | November, 1933 | 117 |
| Business Curricula, Trends in High School | October, 1933 | 60 |
| Business Education—A New Deal | March, 1934 | 296 |
| Business Education in the Economic Upheaval | February, 1934 | 244 |
| Business Education, What's on the Next Page in Social Adjustment in | October, 1933 | 52 |
| Business English | February, 1934 | 271 |

| | Issue | Page |
|---|---|---|
| Business English, The Status of Research in the Field of | November, 1933 | 111 |
| Business Mathematics, How to Get the Most Out of | September, 1933 | 4 |
| Can the Low Ability Student Complete the Commercial Course? | September, 1933 | 28 |
| Chamber of Commerce of the Hoquiam High School, The Junior | April, 1934 | 358 |
| Charts for Adjusting and Closing Entries | December, 1933 | 170 |
| Checking Bookkeeping Exercises, A Device for | November, 1933 | 125 |
| Checking Errors in Bookkeeping | May, 1934 | 407 |
| Collegiate Schools of Commerce, May High School Business Courses Be Preparatory for | November, 1933 | 117 |
| Commercial Club, The Organization of a | April, 1934 | 351 |
| Commercial Education—An Appraisal | January, 1934 | 206 |
| Commercial Education in Europe | May, 1934 | 406 |
| Commercial Education in the High School of Tomorrow | November, 1933 | 100 |
| Commercial Education, Recovery Challenges | April, 1934 | 357 |
| Commercial Education, What Should be the Primary Objective of | February, 1934 | 249 |
| Commercial Subjects, The Origin of | October, 1933 | 80 |
| Commercial Training for the Distributive Field | May, 1934 | 392 |
| Common Errors in Typewriting | January, 1934 | 221 |
| Common Errors in Typewriting | March, 1934 | 320 |
| Competitive Devices to Motivate Typewriting | April, 1934 | 348 |
| Contests, State Commercial (the Indiana Plan) | March, 1934 | 301 |
| Contests, State Commercial (the New York Plan) | March, 1934 | 299 |
| Contests, Why Have Educational | May, 1934 | 402 |
| Course of Study, Evaluating Our Bookkeeping | May, 1934 | 411 |
| Device for Checking Bookkeeping Exercises, A | November, 1933 | 125 |
| Distributive Field, Commercial Training for the | May, 1934 | 392 |
| Editing a Mimeographed School Paper | February, 1934 | 259 |
| Education, Must We Go to Extremes | January, 1934 | 196 |
| Education, Shall We Teach Economic | September, 1933 | 18 |
| Employment, Advice in Finding | December, 1933 | 162 |
| Europe, Commercial Education in | May, 1934 | 406 |
| Evaluating Our Bookkeeping Course of Study | May, 1934 | 411 |
| Federation, The World, of Education Association | November, 1933 | 131 |
| Filing, Some Suggestions in Teaching | March, 1934 | 311 |
| Funds in the High School, A Method of Controlling Activity | May, 1934 | 400 |
| General Business Information and Skills | December, 1933 | 177 |
| General Business Training, Notebooks for | October, 1933 | 86 |
| Grading Typewriting Contracts, A Method of | April, 1934 | 362 |
| Grammar, To What Extent Are Commercial Teachers Responsible for the Objectives of Functional | December, 1933 | 180 |
| Group Participation, Motivating Beginning Bookkeeping Through | April, 1934 | 345 |
| How We Teach Transcription of Letters | March, 1934 | 309 |
| Idea for Motivation, An | November, 1933 | 130 |
| Improving Penmanship in a Crowded Curriculum | December, 1933 | 159 |
| Indiana Plan, State Commercial Contests, The | March, 1934 | 301 |
| Interest-Arousing Devices in Salesmanship | February, 1934 | 266 |
| Investments and Speculation | January, 1934 | 218 |
| Is There Any Conflict Between the Social Values and the Vocational Values of Bookkeeping | May, 1934 | 388 |
| Junior Business Training, Practical Practice for | February, 1934 | 253 |
| Junior Business Training, The Understanding of Society Through | May, 1934 | 410 |

| | Issue | Page |
|---|---|---|
| Junior Business Training, What We Teach in | September, 1933 | 30 |
| Junior Chamber of Commerce of the Hoquiam High School, The | April, 1934 | 358 |
| Lesson Plans for Teaching 20th Century Bookkeeping and Accounting | January, 1934 | 224 |
| Life's Problems, Acquiring Competence for Meeting | March, 1934 | 322 |
| May High School Business Courses Be Preparatory for Collegiate Schools of Commerce | November, 1933 | 117 |
| Method of Controlling Activity Funds in the High School, A | May, 1934 | 400 |
| Method of Grading Typewriting Contracts | April, 1934 | 362 |
| Mock Trial, A | October, 1933 | 68 |
| Motion Picture, Visual Aid in Teaching Typewriting | October, 1933 | 79 |
| Motivating Beginning Bookkeeping Through Group Participation | April, 1934 | 345 |
| Motivation, An Idea for | November, 1933 | 130 |
| Must We Go to Extremes | January, 1934 | 196 |
| New Deal, Business Education | March, 1934 | 296 |
| New York Plan, State Commercial Contests, The | March, 1934 | 299 |
| Next to the Teacher—Books | October, 1933 | 78 |
| Norms of Achievement in Speed and Accuracy in Typewriting | January, 1934 | 199 |
| Notebooks for General Business Training | October, 1933 | 86 |
| Occupational (Commercial) Analysis | September, 1933 | 21 |
| Office Equipment, A Survey in the Offices of Spokane | November, 1933 | 128 |
| Office Practice, Trying Out for the Job—A Course in | May, 1934 | 412 |
| Organization of a Commercial Club, The | April, 1934 | 351 |
| Origin of Commercial Subjects, The | October, 1933 | 80 |
| Overcoming Difficulties in the Study of Bookkeeping | April, 1934 | 340 |
| Penmanship, Improving in a Crowded Curriculum | December, 1933 | 159 |
| Point System in Teaching Typewriting, The | March, 1934 | 304 |
| Post Testing with the Contract Method of Teaching Bookkeeping | December, 1933 | 156 |
| Practical Practice for Junior Business Training | February, 1934 | 253 |
| Practical Projects in Retail Selling | February, 1934 | 268 |
| Practice on Special Journals | February, 1934 | 270 |
| Preparatory, May High School Business Courses Be for Collegiate Schools of Commerce | November, 1933 | 117 |
| Problems in Commercial Research | November, 1933 | 122 |
| Problems of the New Keyboard | February, 1934 | 272 |
| Psychological Study of a Group of Salesmanship Students, A | April, 1934 | 355 |
| Recovery Challenges Commercial Education | April, 1934 | 357 |
| Research in the Field of Business English, The Status of | November, 1933 | 111 |
| Research, Problems in Commercial | November, 1933 | 122 |
| Retail Selling, Practical Projects in | February, 1934 | 268 |
| Salesmanship, Commercial Training for the Distributive Field | May, 1934 | 392 |
| Salesmanship, Interest-Arousing Devices in | February, 1934 | 266 |
| Salesmanship Students, A Psychological Study of a Group of | April, 1934 | 355 |
| Salesmanship, Why in High Schools | March, 1934 | 315 |
| School Paper, Editing a Mimeographed | February, 1934 | 259 |
| Selling, Practical Projects in Retail | February, 1934 | 268 |
| Small High School, Some Problems in Commercial Education in the | February, 1934 | 257 |
| Social Adjustment, What's on the Next Page in Business Education | October, 1933 | 52 |
| Social-Business Objective of Bookkeeping, The | October, 1933 | 63 |
| Social Values and the Vocational Values of Bookkeeping, Is There Any Conflict Between | May, 1934 | 388 |
| Some Problems in Commercial Education in the Small High School | February, 1934 | 257 |
| Some Suggestions in Teaching Filing | March, 1934 | 311 |

| | Issue | Page |
|---|---|---|
| Speculation, Investments and | January, 1934 | 218 |
| State Commercial Contests—the Indiana Plan | March, 1934 | 301 |
| State Commercial Contests—the New York Plan | March, 1934 | 299 |
| Status of Research in the Field of Business English, The | November, 1933 | 111 |
| Suggested Remedies for Problems Arising in Teaching Business Mathematics | January, 1934 | 213 |
| Survey of Office Equipment in the Offices of Spokane, A | November, 1933 | 128 |
| System in Teaching Typewriting | April, 1934 | 343 |
| Teaching Filing, Some Suggestions in | March, 1934 | 311 |
| Teaching 20th Century Bookkeeping and Accounting, Lesson Plans for | January, 1934 | 224 |
| Teaching Typewriting for One Hand | December, 1933 | 153 |
| Teaching Typewriting in a Business School | October, 1933 | 55 |
| Test in Bookkeeping | January, 1934 | 220 |
| Theories of the Equation | May, 1934 | 417 |
| To What Extent Are Commercial Teachers Responsible for the Objectives of Functional Grammar | December, 1933 | 180 |
| Transcription of Letters, How We Teach | March, 1934 | 309 |
| Trends in High School Business Curricula | October, 1933 | 60 |
| Trying Out for the Job—A Course in Office Practice | May, 1934 | 412 |
| 250 Away-from-the-desk Activities in Business Subjects | January, 1934 | 209 |
| Typewriting, Common Errors in | January, 1934 | 221 |
| Typewriting, Common Errors in | March, 1934 | 320 |
| Typewriting, Competitive Devices to Motivate | April, 1934 | 348 |
| Typewriting Contracts, A Method of Grading | April, 1934 | 362 |
| Typewriting for Everybody | December, 1933 | 148 |
| Typewriting, Norms of Achievement in Speed and Accuracy in | January, 1934 | 199 |
| Typewriting, Problems of the New Keyboard | February, 1934 | 272 |
| Typewriting, System in Teaching | April, 1934 | 343 |
| Typewriting, Teaching for One Hand | December, 1933 | 153 |
| Typewriting, Teaching in a Business School | October, 1933 | 55 |
| Typewriting, The Point System in Teaching | March, 1934 | 304 |
| Typewriting Tour, A | April, 1934 | 359 |
| Typewriting, Visual Aid in Teaching | October, 1933 | 79 |
| Typewriting, What First-Semester Students Should Know in | May, 1934 | 395 |
| Understanding of Society Through Junior Business Training, The | May, 1934 | 410 |
| Visual Instruction in Bookkeeping | February, 1934 | 262 |
| Vocational Values of Bookkeeping, Is There Any Conflict Between the Social Values and the | May, 1934 | 388 |
| What First-Semester Students Know in Typewriting | May, 1934 | 395 |
| What Should Be the Primary Objective of Commercial Education | February, 1934 | 249 |
| What's on the Next Page in Social Adjustment in Business Education | October, 1933 | 52 |
| Where Are We Going in Bookkeeping | March, 1934 | 292 |
| Why Do High School Pupils Take Bookkeeping | December, 1933 | 173 |
| Why Have Educational Contests | May, 1934 | 402 |
| Why Salesmanship in High Schools | March, 1934 | 315 |
| World Federation of Education Associations, The | November, 1933 | 131 |


---

Published by
SOUTH-WESTERN PUBLISHING COMPANY
201-203 West Fourth Street
Cincinnati, Ohio